

Executive PA

Location: Guangzhou

Sector: Lawyer & Legal Services / Consulting

Starting date: June 2025

Contract Type: Fixed-term employment contract (8 month)

Job Reference: CDS2025036

Report to: Office Manager

ABOUT THE COMPANY

Our client is a global law firm with a strong international presence and a diverse team of legal professionals. In the region, the firm offers a comprehensive range of services, specializing in intellectual property protection, enforcement, and litigation, alongside a broad array of corporate and commercial legal services. With offices in multiple key cities, the firm provides strategic legal advice in areas such as mergers and acquisitions, corporate governance, employment law, data protection, and international trade, helping clients navigate complex legal landscapes across industries.

MISSION

Our client is looking for a highly organized and ambitious individual to take on the role of Executive PA in their dynamic team. In this position, you'll work closely with senior leadership, providing key support with various organizational tasks and ensuring smooth daily operations through effective communication.

RESPONSIBILITIES

- Manage the monthly billing process for the Corporate & Commercial team, utilizing the firm's internal billing software to ensure accurate invoicing.
- Assist in compliance-related duties such as conducting conflict checks, preparing engagement letters, and ensuring proper client and matter setup according to internal procedures.
- Provide comprehensive administrative support, including managing schedules, arranging travel, processing expenses, and addressing phone and email inquiries in a timely manner.
- Coordinate internal meetings, visitor reception, and support the organization of team events and special projects.
- Oversee filing systems and office organization, ensuring that all administrative tasks are efficiently handled as required.
- Regularly update the Office Manager on task progress, priorities, and any emerging needs to keep operations running smoothly.

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REQUIREMENTS

- Excellent command of English, both verbal and written. Speaking French is a plus.
- Fast learner with the ability to adapt to internal systems and processes, including billing tools and compliance workflows.
- Meticulous and detail-oriented, with a commitment to producing high-quality, error-free work.
- Demonstrated ability to perform well in high-pressure situations, balancing multiple tasks and deadlines with professionalism.
- Self-motivated and eager to take on new responsibilities with a proactive mindset.
- Previous experience in administrative or executive support roles within corporate or professional service settings is an advantage.
- Strong interpersonal skills and clear communication style, with the ability to collaborate effectively across different levels.
- Proficiency in Microsoft Office applications, including Outlook, Excel, Word, and PowerPoint.

APPLICATION

Please send your resume and your motivation letter to:

sc-recruitment@ccifc.org

Mail subject: Your name | Job title - location [Job reference]

Ex. Your name | Executive PA – Guangzhou [CDS2025036]

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